



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**  
**Vacancy Announcement #2018-10**

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<b>Position Type:</b>	Case Administrator Regular full-time position
<b>Number of Vacancies:</b>	One
<b>Location:</b>	Duluth, Minnesota
<b>Posting Date:</b>	March 21, 2018
<b>Classification:</b>	CL 25
<b>Salary Range:</b>	\$40,464-\$65,799 Depending on qualifications.
<b>Closing Date:</b>	Open until filled. Preference will be given to applications received by Wednesday, April 4, 2018 at 5:00 p.m. Central Time.
<b>Area of Consideration:</b>	Open to all sources.

**OVERVIEW OF THE DISTRICT OF MINNESOTA**

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, five senior district judges, eight magistrate judges, one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

## **INTRODUCTION**

This position is located in the Duluth Courthouse's Clerk's Office of the U.S. District Court for the District of Minnesota. The Case Administrator monitors the progression of civil and criminal cases and related proceedings. The Case Administrator reviews new cases and assigns case type numbers to judicial officers, prepares case documents for appeal, reviews filed documents to determine conformity, takes appropriate action, enters judgment when directed, and ensures that all orders and automated entries are appropriately and accurately docketed.

## **REPRESENTATIVE DUTIES**

- Audit quality assurance of civil, criminal, and miscellaneous cases and issue civil summons when appropriate.
- Reviews new cases for statistical accuracy and corrects data as needed. Assigns judicial officers pursuant to the Case Assignment Order.
- Create and process new criminal and civil case files, and assign case numbers to judicial officers. Open cases in case management system. Docket initial opening events.
- Review, upload, and docket pro se filings.
- Assist the public and other agencies with electronic filing. Answer helpdesk calls assisting attorneys and pro se litigants with filing question and case status.
- Test new procedures and processes and provide feedback.
- Provide noticing as required by law.
- Assist the Federal Bar, U.S. Attorney's office, Office of the Federal Defendant, U.S. Probation and Pretrial Office and pro se parties regarding policies, procedure, and inaccuracies in filings
- Prepare and enter judgments, enter Circuit Court Opinions and Circuit Court Judgments.
- Review, identify, and research the accuracy, timeliness, and quality of data entered into the case record. Make corrections to the case record to comply with local and national procedures.
- Monitor cases to ensure timely progression.
- Docket pre-charge documents.
- Process transcripts, notices of appeal, and appeal-related documents for the U.S. Court of Appeals.
- Provide support and assistance to visiting judicial officers.
- Respond to juror inquiries and requests. Resolve juror candidate requests for deferral, waivers, and special needs.
- Prepare juror orientation materials, conduct juror orientation, and assist jurors with their logistical needs to include parking, lodging, and refreshments.
- Monitor and record juror attendance for management of their service and payment.
- Process payments and reimbursements for jurors and prepare attendance certificates on behalf of the jurors. Process returned summons, to include data entry and excusal letters.
- Receive vendor deliveries and process accordingly.
- Assist customers at the intake counter. Inform customers of required fees and process payments. Secure funds in the cash register and balance funds at the end of each day.

## **POSITION QUALIFICATIONS**

The successful applicant must have at least one year of general experience in clerical and office work, and at least one year of specialized experience in administrative work that demonstrates the ability to apply rules or laws involving the use of specialist terminology and automated software and case management. Excellent customer service skills, attention to detail, ability to take directions from others, and excellent organization skills are required.

Two or more years of specialized experience, as outlined above, is preferred. A Bachelor's degree or a Paralegal degree is preferred.

### **ENVIRONMENTAL DEMANDS**

- Work is performed in an office setting.
- Some travel may be required.
- Some lifting may be required.

### **CONDITIONS OF EMPLOYMENT**

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

### **BENEFITS**

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long term care insurance plans.
- A defined benefit pension plan.
- Onsite fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.

Employees of the U.S. District Court are not classified under Civil Service.

### **APPLICATION INFORMATION AND PROCESS**

Qualified candidates should submit via email the following:

- A cover letter and resume.
- Names and contact information for three professional references.

**All documents should be combined and emailed as one PDF attachment to:**  
[hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov)

**Please enter "Case Administrator" in the email subject line.**

**All application materials received will be reviewed to identify the best qualified candidates. Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, if a closing date

is shown, any of which action may occur without prior written notice.

**An Equal Opportunity Employer**